

MICHIGAN DEPARTMENT OF HUMAN SERVICES
OFFICE OF CHILDREN AND ADULT LICENSING
FOSTER HOME RECORD REVIEW WORKSHEET

DATE	AGENCY NAME	WORKER NAME		
NAME OF FOSTER FAMILY		FOSTER HOME LICENSE #		
ORIG. LICENSE EFFECTIVE DATE	EFFECTIVE DATE CURRENT LICENSE	CURRENT LICENSE EXPIRATION DATED		
RULE	NA	COMPLI- ANCE YES NO		COMMENTS
R 400.12306 Application request.				
Rule 306. (1) An agency shall document that both of the following conditions are met before providing a person with an application:				
(a) The person expresses a willingness to provide care for the types of children served by the agency.				
(b) The person has received required orientation.				
(2) An agency shall document that a person who has met the requirements of subrule (1) of this rule has received an application and information regarding all of the following:				
(a) A copy of the act.				
(b) Administrative rules for foster homes.				
(c) Administrative rules for child placing agencies.				
(d) Good moral character rules.				
(e) The child protection law.				
(f) The children's ombudsman act.				
(g) The agency's program statement.				
(h) The agency's foster care services policies.				
(i) The agency's foster parent training requirements.				
(3) An agency shall document that the licensee has been given an application for renewal of the license not less than 30 calendar days before the expiration date of the license.				
Rule 308. (1) An agency shall act on a completed and signed application.				
(2) An agency shall require both caregivers in a 2-caregiver household to sign the application.				
(3) An agency may consider an application withdrawn after 60 days if the applicant fails to cooperate with the completion of the licensing process.				
R 400.12309 Records check.				
Rule 309. (1) An agency shall, upon receipt of an application, initiate a records check of each applicant and each adult member of the household. The check shall pertain to previous licenses, criminal convictions, and substantiated child abuse and neglect records.				
(2) An agency shall, upon receipt of information indicating a lack of good character or suitability on the part of the foster parent, initiate a new records check.				
R 400.12310 Initial evaluation.				
Rule 310. (1) An agency social service worker shall complete a written initial foster home evaluation before certifying the home for licensure.				
(2) The report shall include the dates and places of contacts and persons interviewed or observed.				
(3) The report shall be an assessment of all of the following:				
(a) Visits at the residence of the foster home applicants for observations of, and interviews with, each member of the household to determine all of the following:				
(i) Marital and family status and history, including current and past level of family functioning and relationships and any incidents of domestic violence.				
(ii) Educational history and any special skills and interests.				

RULE	COMPLI- ANCE			COMMENTS
	NA	YES	NO	
(iii) Employment history, current financial status, including property and income, money management skills, and outstanding financial obligations.				
(iv) Physical, mental, and emotional health of each member of the household.				
(v) Any history of substance abuse of each member of the household.				
(vi) Parenting skills and attitudes toward children.				
(vii) Methods of discipline of children.				
(viii) Adjustment and special needs of the applicant's own children.				
(ix) Strengths and weaknesses of each member of the household.				
(x) Experiences with own parents and any history of out-of-home care.				
(xi) Reasons for applying to be a foster family.				
(xii) Previous experience in providing child foster care, child day care, or adult foster care.				
(xiii) Attitude towards accepting a foster child.				
(xiv) Willingness to parent cross-racially or cross-culturally and to create an atmosphere that fosters the racial identity and culture of a foster child.				
(xv) Capacity and disposition to give a foster child guidance, love, and affection.				
(b) Previous adoption evaluations or placements.				
(c) Previous licenses, criminal convictions, and substantiated child abuse or neglect for any member of the household.				
(d) Three references from persons not related to the applicants.				
(e) A medical statement for each member of the household that indicates that the member has no known condition which would affect the care of a foster child. The statement shall be signed by a physician within the 12-month period before the initial evaluation.				
(f) Adequacy of the applicant's house, property, neighborhood, schools, and community for the purpose of fostering as determined by an on-site visit.				
(g) The age, number, sex, race, ethnic background, and the special characteristics of children preferred by the applicants.				
(h) Training needs of the family.				
(4) An agency shall document placement specifications consistent with the information contained in the evaluation. The placement specifications shall include the characteristics, age, sex, race, and number of children preferred by the family, of children best served by the home, and of children who may not be placed in the home. The child's racial, ethnic, and cultural identity, heritage, and background may only be considered if an assessment of the individual child indicates that such consideration is in the best interests of the child.				
(5) An agency shall inform the applicant that a copy of the initial evaluation is available upon request.				
R 400.12311 Placement agreement.				
Rule 311. (1) An agency shall have a written placement agreement signed by the foster parent and the agency before initially certifying a foster home for licensure.				
(2) The placement agreement shall contain all of the following provisions:				
(a) The responsibilities of the agency.				
(b) The services to be provided to foster children and the foster family.				
(c) The responsibilities of the foster family.				
(d) That the foster family has been informed of, and agrees to follow, agency policies and procedures.				
(3) An agency shall review the agreement with the foster family at least annually and, when needed, develop a new agreement.				
(4) An agency shall give a foster family a copy of the signed current placement agreement.				
R 400.12312 Foster parent training.				
Rule 312. (1) An agency shall develop a foster parent training plan with the participation of foster parents.				
(2) The foster parent training plan shall provide for all of the following:				
(a) The individual training needs of the foster parents.				

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		YES	NO	
(b) Not less than 12 hours of training to be completed not later than the end of the original 6-month licensing period and before the placement of a child. Not more than 6 hours of the orientation may be included as part of the 12 hours of training.				
(c) Not less than an additional 12 hours of training during the next 2 years after the original licensing period.				
(d) Not less than 6 hours of training annually after the time periods specified in subdivisions (b) and (c) of this subrule.				
(3) The training specified in subrule (2)(a), (b), and (c) of this rule shall address all of the following areas:				
(a) Characteristics and needs of children.				
(b) Effective parenting.				
(c) Behavior management.				
(d) Importance of the foster child's family.				
(e) Role of the agency.				
(f) Emergency procedures, first aid, and fire safety.				
(g) Preparation of the foster child for independence.				
(4) An agency shall document all training received by each foster parent.				
R 400.12313 Reevaluation.				
Rule 313. (1) An agency shall conduct an on-site visit and complete a written reevaluation of a foster home annually.				
(2) The annual reevaluation shall include a determination and assessment of all of the following:				
(a) All changes to the factual information contained in the initial evaluation and subsequent renewal evaluations.				
(b) Family functioning and interrelationships as determined by observation of, and interviews with, each member of the household and each social service worker who has had children placed in the home during the last licensing period.				
(c) Training needs of the family.				
(d) Compliance with the licensing rules for foster homes.				
(3) An agency shall record the dates and places of contacts and persons interviewed or observed as part of a reevaluation.				
(4) An agency shall document placement specifications consistent with the information contained in the reevaluation. Placement specifications shall include the characteristics, age, sex, race, and number of children preferred by the family, of children best served by the home, and of children who may not be placed in the home. The child's racial, ethnic, and cultural identity, heritage, and background may only be considered if an assessment of the individual child indicates that such consideration is in the best interests of the child.				
(5) An agency shall notify the foster parent that a copy of the reevaluation is available upon request.				
(6) An agency shall complete a reevaluation and shall make a licensing recommendation before the expiration date of the foster home license.				
R 400.12314 License recommendation.				
Rule 314. (1) An agency shall recommend to the department the appropriate licensing action based on facts contained in the foster home evaluation and any special evaluations.				
(2) An agency shall document foster home license changes in the foster home record and shall communicate the changes immediately to the department in the manner prescribed by the department.				
(3) Except for an original license, an agency shall recommend to the department the issuance of a regular license only when both of the following conditions exist:				
(a) All noncompliances relating to the recommendation are correctable.				
(b) A written corrective action plan has been developed. The plan shall be in compliance with all of the following requirements:				
(i) Specify the methods, the persons responsible, and the time frames for correction.				
(ii) Require that the corrective action be completed within the period of the license.				
(iii) Be signed and dated by the foster parent and the agency.				

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	NA	YES NO	
(4) Except for an original license, an agency shall recommend to the department the issuance of a provisional license only when both of the following conditions exist:			
(a) The agency complies with subrule (3)(a) and (b) of this rule.			
(b) The foster parent has been informed, in writing, of the facts and the basis for the provisional license.			
(5) An agency shall recommend to the department the denial of license issuance, the revocation of a license, or the refusal to renew a license only when both of the following conditions exist:			
(a) The foster parent falsifies information provided during the licensing process or willfully and substantially violates the act, the licensing rules for foster homes, or the terms of the license.			
(b) The applicant or the foster parent has been informed, in writing, of the facts and the basis for the recommended action.			
(6) An agency shall provide the department with all requested documentation that is related to an agency recommendation or a department licensing action.			
(7) An agency shall participate in, and present facts at, a foster home licensing administrative hearing to support an agency recommendation or a department licensing action.			
R 400.12316 Special evaluation.			
Rule 316. (1) An agency shall do both of the following when information is received that relates to possible noncompliance with any foster home rule:			
(a) Notify the department's licensing authority within 5 working days.			
(b) Initiate a special evaluation of the foster home as soon as is indicated, based on the information received, but not later than 7 calendar days after receipt of the information. (2) An agency shall inform foster parents of all of the following before they are questioned or interviewed regarding a special evaluation:			
(a) That a special evaluation has been initiated.			
(b) A clear description of the allegations.			
(c) That the foster parents have an option to involve a person of their choice in any interviews with them involving the special evaluation if the involvement does not impede the timely completion of the evaluation.			
(3) An agency shall complete a special evaluation within 45 calendar days after receipt of the information. If additional time is required, then the agency shall inform the foster parent, in writing, of the basis for the extension.			
(4) Before completion of the written report required by subrule (5) of this rule, an agency shall provide the foster parent with a verbal summary of the preliminary findings at the conclusion of the evaluation.			
(5) Upon completion of the evaluation, an agency shall prepare a written report that includes all of the following information:			
(a) The date the information was received.			
(b) Identification of the information source, unless anonymous or confidential, as specified in Act No. 238 of the Public Acts of 1975, as amended, being '722.621 et seq. of the Michigan Compiled Laws, and known as the child protection law.			
(c) The allegations.			
(d) Dates and places of contacts, names of persons interviewed, and names of the interviewers. If children are interviewed, their last names shall not be included in the report.			
(e) Findings of fact, based upon the evaluation.			
(f) Conclusions regarding licensing rules compliance or noncompliance based on the findings of fact.			
(g) Any change in the agency's decision regarding the number, sex, age, race, ethnic background, and specific characteristics of children who may be placed that is based upon the documentation contained in the summary and conclusions of the report.			
(h) Recommendations regarding licensing action and any required corrective action.			

RULE	NA	COMPLI- ANCE		COMMENTS
		YES	NO	
(6) An agency shall do both of the following:				
(a) Provide the foster parent with a copy of the report required by subrule (5) of this rule within 10 calendar days of its completion.				
(b) Inform the foster parent, in writing, that he or she has a right to have his or her written response included as an attachment to the report required by subrule (5) of this rule.				
R 400.12317 Foster home record.				
Rule 317. (1) An agency shall maintain a foster home record for each foster home.				
(2) The record shall contain all of the following information:				
(a) All documents pertaining to certification of the home.				
(b) Any special evaluation reports.				
(c) Placement agreements between a foster parent and the agency.				
(d) A placement list of all children placed in the foster home, including all of the following information about each child:				
(i) Name, age, sex, and race of the child.				
(ii) Date of placement.				
(iii) Date of, and reasons for, a child's removal from the foster home.				
(e) Any written response from a foster parent, as provided by R 400.12316(6)(b).				
(f) Zoning approval if a foster family group home.				
(3) An agency shall make copies of a record available to the applicant or licensee upon request, except for the following items:				
(a) Pending evaluation reports and documents.				
(b) Records of privileged communication.				
(c) Criminal records, police reports, child protective services information, and social security numbers from any source.				
(4) An agency shall maintain records for not less than 3 years after closure.				